

75-1504

20 JUN 1975

MEMORANDUM FOR: Director of Personnel


THROUGH : Deputy Director of Personnel  
for Special Programs

SUBJECT : Promotion of Blood Donation  
Program

1. Approval is requested to publicize the Blood Donation Program on the Official Bulletin Boards through a series of photographs illustrating the actual steps that an employee goes through as a donor on Blood Day in the tunnel. It is believed that such a display will not only strengthen an already very active Blood Donation Program and serve as a good human interest item for employees about employees, but it will also be a departure from some of the routine items that are posted on the Boards.

2. If you approve this request, we will work with Printing and Photography Division to obtain the pictures and submit the final layout to you before posting.

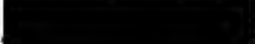
STATINTL

  
Chief, Benefits and Services Division

APPROVED: (Signed) F. W. M. Janney  
Director of Personnel

23 JUN 1975  
Date

Distribution:  
0 - Return to C/BSD  
1 - D/Pers  
✓1 - C/PAB  
1 - C/BSD Chrono

OP/BSD  :jp (20 Jun 75)

STATINTL

TRANSMITTAL SLIP		
TO: C/BSD		
ROOM NO. 5E 69	BUILDING Headquarters	
REMARKS:		
FROM: D/Pers		
ROOM NO. 5E 58	BUILDING Hqs.	EXTENSION [REDACTED]

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Approved For Release 2001/08/08 : CIA-RDP85-00375R000200060004-1

## SUGGESTION EVALUATION REPORT

TO: Executive Secretary  
Suggestion Awards Committee

SUGGESTION NO.

75-117

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☒ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

The only real time savings which would be realized by this suggestion would be the elimination of travel time from Rosslyn to Headquarters and return. The waiting time mentioned in the suggestion would not be eliminated since all Red Cross blood donation sites require temperature, pulse, blood pressure, and medical history taking prior to donation. Inasmuch as the Agency provides shuttle buses from Rosslyn to Headquarters approximately every 15 minutes and the travel time one way is approximately 20 minutes. This does not result in loss of half a work day. Furthermore, the loss of time spent in traveling to Headquarters to donate blood can only be experienced six times per year since this is the maximum number of times a person is permitted to donate.

Providing donation site in Rosslyn also poses significant security problems. These have been overcome in Headquarters through special concessions on the part of the Fairfax Chapter of the American Red Cross. They have agreed to take blood without knowing the names of the donors and have worked out special arrangements for credits and specific donations. On the other hand, Rosslyn is controlled by the Arlington Chapter of the Red Cross and has no such agreements. Since a Rosslyn site would involve non-Agency donors (government and non-government), it would not be possible to have these arrangements which are necessary to overcome the security and cover obstacles involved.

Employees who find that they are unable to donate blood during the working hours may give as individual citizens at established Red Cross sites; however, the Agency will not receive credit for such donations.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE

18 November 1974

Approved

(e)

6-00375R000200060004-1

FORM  
2-70

244b

USE PREVIOUS  
EDITIONS

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INTERNAL  
USE ONLY

CONFIDENTIAL



SECRET

(43)



# *EMPLOYEE BULLETIN*

No. 404

21 May 1974

## BLOOD DONOR PROGRAM

1. The Agency has been an active participant in the Red Cross Blood Bank for a number of years. A sizeable group of regular donors has developed and they derive a great deal of satisfaction from knowing that their personal contributions have a life saving potential.

2. There is also a real and tangible benefit which every Agency employee shares as a result of the generosity of this dedicated group. Our participation in the program makes it possible for Agency employees and members of their families to become eligible to receive blood from the Red Cross Blood Bank. Requests for blood should be directed to the Agency Blood Donor Representative on extension [REDACTED] STATINTL

3. In order to ensure the continued availability of the Red Cross Blood Bank, new donors are needed. You are encouraged to join this worthwhile program if you are not already a regular donor. The bloodmobile visits the Headquarters Building on the first Tuesday of every month from 9:00 a.m. to 2:45 p.m. For an appointment or for further information concerning this program contact your keyperson in your component or the Agency Blood Donor Representative on extension [REDACTED] "Walk-in" donors who do not have appointments are always welcomed. STATINTL

DISTRIBUTION: ALL EMPLOYEES (1-6)


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626 C of C


We request that you finalize  
and publish the attached Employee  
Bulletin for distribution to all  
employees on 24 May 1974.

STATINTL

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C/BSD, 5 E 69 Hqs, 

8May74

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	DC/BSO	5/6	ES		
2	C/BSO	6/6	AM		
3	DD/Pers/SP	5 MAY 1974	AM		
4	DC/BSO				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b>  Attached is a draft Employee Bulletin regarding the Blood Donor Program. Annual bulletins on this subject were previously issued in 1968, 1969, 1970 and 1971. A copy of the last bulletin is attached.					
 C/PAB					
<b>FOLD HERE TO RETURN TO SENDER</b>					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
C/PAB				5/7/74	
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ADMINISTRATIVE - INTERNAL USE ONLY

E M P L O Y E E

B U L L E T I N

No.

Date

BLOOD DONOR PROGRAM

1. The Agency has been an active participant in the Red Cross Blood Bank for a number of years. A sizeable group of regular donors has developed and they derive a great deal of satisfaction from knowing that their personal contributions have a life saving potential.

2. There is also a real and tangible benefit which every Agency employee shares as a result of the generosity of this dedicated group. Our participation in the Blood Bank means that all Agency employees and members of their families are eligible to receive blood from the Bank. Requests are handled by the Agency Blood Donor Representative [REDACTED]

STATINTL

3. In order to ensure the continued availability of the Red Cross Blood Bank, new donors are needed. You are encouraged to join in this worthwhile program if you are not already a regular donor. The bloodmobile visits the Agency the first Tuesday of every month from 9 a.m. to 2:45 p.m. Contact your keyperson or the Agency Blood Donor Representative [REDACTED]

STATINTL

STATINTL

[REDACTED] for an appointment or for further information. Those who

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forget to make appointments are encouraged to "walk-in"  
because donors are always welcome.

DISTRIBUTION: ALL EMPLOYEES

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# Headquarters EMPLOYEE BULLETIN

#293

7 December 1971

## NATIONAL BLOOD DONOR MONTH

1. The President has proclaimed January 1972 as National Blood Donor Month. In his proclamation the President stated:

"Among the noblest acts of personal generosity is the gift of one's blood for the benefit of another. It is a contribution of health and life for which there is no substitute."

2. The employees of this Agency are indeed entitled to be proud of their past participation in our blood donor program. Each year many have given generously of their time and self in order to ensure that this most necessary gift is available when needed. Their reward, of course, is in knowing that their generosity helps their family, fellow workers, and many others whom they will never know.

3. The continued success of the Agency's program requires the continued participation of those employees who have given so regularly in the past. Of equal importance is the need for employees who have not contributed to this most worthwhile cause to do so during National Blood Donor Month and the months ahead.

4. Employees who wish to participate in the blood donor program are requested to give their name and telephone number to the keyman for their area. The name of the keyman may be obtained from the employee's personnel or administrative officer.

DISTRIBUTION: ALL EMPLOYEES



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

November 5, 1971

Exec  
71-5620  
DD/AS 71-4315

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

It is the President's earnest hope, as stated in the attached memorandum, that Federal employees throughout the Washington metropolitan area will be encouraged to participate fully with their fellow Americans in the Red Cross voluntary blood donor program.

With your strong support, and the assistance of your Blood Program Coordinator, we can assure that Federal employees have the maximum opportunity to share in meeting the Red Cross blood program goals in our community. Department and agency Coordinators have done an outstanding job in the past in encouraging blood donations and I am confident they will continue to provide the commitment and effort necessary to make the program a success.

As the new Chairman of the Government Red Cross Blood Program for the Washington Metropolitan Area, I would like to ask for your early assistance in two respects.

First, in order to work directly with department and agency Blood Program Coordinators, we need a current list of their names and mailing addresses. I would appreciate your having this information regarding your Coordinator sent to me as soon as possible.

Second, I would like the opportunity to meet with all department and agency Coordinators on November 22, 1971 at 10:30 a.m. in Room 1304 of the Civil Service Commission Building. This will give us the opportunity to brief new Coordinators as well as bring others up to date on the current status of the program. I would appreciate your asking your Coordinator to attend. Red Cross officials and medical personnel will participate and there will be an opportunity for Coordinators to ask questions and to exchange ideas on means of increasing on a purely voluntary basis blood donations from employees.

We deeply appreciate your personal involvement and leadership in this vital program. Federal employees have a tradition of concern and generosity toward this community which we are confident, with your support, will continue and be extended.

A handwritten signature in cursive script, reading "Irving Kator".

Irving Kator  
Chairman, Government Red Cross  
Program

Attachment

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## NATIONAL BLOOD DONOR MONTH

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3. The continued success of the Agency's program requires the continued participation of those employees who have given so regularly in the past. Of equal importance, however, is the need

for employees who have not contributed to this most worthwhile cause  
to do so during National Blood Donor Month and the months ahead.

# Your assistance is needed. Contact your keyman through your  
Personnel Officer and sign up now.

DISTRIBUTION: ALL EMPLOYEES

*Just: 33 Nov 71*

DD/S	71-3812	Executive Registry
		71-4956

THE WHITE HOUSE

WASHINGTON

September 28, 1971

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

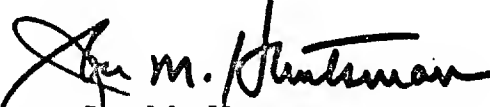
In proclaiming January 1971 as "National Blood Donor Month", the President stated: "Among the noblest acts of personal generosity is the gift of one's blood for the benefit of another. It is a contribution of health and life for which there is no substitute."

It is the President's wish that Federal employees be encouraged to join fully with their fellow Americans in participating in blood donor programs.

Over the last several years, through the cooperative leadership of the U.S. Civil Service Commission and the District of Columbia Chapter of the American Red Cross, a special effort has been made to increase blood donations by Federal employees in the National Capital Area. During this period, significant progress has been made in establishing the blood donor program as a regular and important part of the voluntary community service effort of every Federal agency and its employees.

The President has asked me to pass on to you his earnest hope that the Government Red Cross Program in the Washington area will continue to receive high interest and attention. To this end, he has appointed Mr. Irving Kator, Assistant Executive Director of the Civil Service Commission, as the new Chairman of the Government Red Cross Program for the Metropolitan Washington Area. Mr. Kator will be in contact with the Government Red Cross Blood Program Coordinator in your agency to secure his or her full cooperation in this important effort.

Your personal backing of the work of the Red Cross Blood Program Coordinator in your agency is requested. Please assure yourself that your agency is properly organized to do its fair share in meeting the Blood Program goals.

  
Jon M. Huntsman  
Special Assistant to the President

DD/Pers/SP

Ben:

During blood month last year we did not put out an employee bulletin but used posters on the various boards. Suggest we do the same this year and have arranged with Fairfax to send us up-to-date posters when they are available.

Chief, BSD

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7 OCT 1971

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7 October 1971

~~C/PAB~~ C/BSS

The Agency did nothing special regarding National Blood Donor Month last year. We are in touch with The Fairfax Chapter of American Red Cross and as yet they have received no information, posters or other advance information. The Chapter will send any materials they receive just as soon as it is available.

The Agency continues to go over its quota of blood donations each month and in fact for the past several months the Bloodmobile, operating at maximum capacity, processes as many as possible.